



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 962.4

Job Title: **STAGE SUPERVISOR**

Pay Grade: 14

GENERAL SUMMARY:

Coordinates and supervises the operation of mobile sound and stage services.

RESPONSIBILITIES:

- Schedules and directs activities of crews and equipment.
- Determines set-up plans, equipment siting and manpower requirements.
- Meets with event sponsors to evaluate sound and stage needs.
- Reviews proposed set-up and siting plans.
- Initiates rental agreements for sound and stage equipment and collects appropriate fees.
- Assists permit section with evaluation of park permit requests and monitoring of special events.
- Assists in planning of department and city events.
- Monitors activities and work of crews on-site.
- Operates sound and stage equipment.

SPECIFICATIONS:

KNOWLEDGE:

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

EXPERIENCE:

Two years of experience in stage production are required.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Stagehand or Sound Technician
Stage Supervisor
Stage Manager

Effective: October 1990

Revised: August 1994